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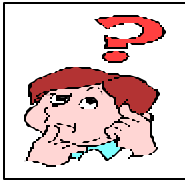
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NEW LEGISLATION

As the scenery changes from one season to another, with new additions to the environment, the local government has been busy adding a few new features to our city's campaign finance legislation. On June 21, 2005, the Council of the District of Columbia approved a law to require, on an emergency basis, all exploratory committees to file informational reports with the District of Columbia Office of Campaign Finance; to establish individual and aggregate contribution limits; and to amend the District of Columbia Campaign Finance Reform and Conflict of Interest Act to define terms relating to this act. The proper name for this new piece of legislation is: D.C. Act 16-100, the "Exploratory Committee Disclosure Informational Report and Contribution Prohibition Temporary Amendment Act of 2005."

ARE YOU CONFUSED ABOUT HOW TO FILE?

ARE YOU CONFOUNDED BY THE REGULATIONS FOR FILING?



The Office of Campaign Finance (OCF) will conduct a series of informal training seminars on the OCF reporting requirements and methods of filing. The training will commence on **January 19, 2006** and will be held every -other Thursday until **December 14, 2006**.

MODERNIZING OCF FOR THE PUBLIC'S CONVENIENCE

Computers have become a major part of everyday life. They have been so accommodating that we can pay bills online, make purchases and now even file vital documents. The Office of Campaign Finance has successfully boarded the technological bandwagon with the state of the art Electronic Filing & Reporting System for Financial Disclosure Statement filers, Lobbyists, Citizen-Service Programs and Political Committees who wish to submit their reports electronically. In addition to receiving new reports, the system will allow filers to submit amendments to previous filings, provided that the secure user name and passwords are given. To receive a play-by-play overview covering the procedures on the electronic filing process, there are online training tutorials established for each filing program on the OCF website (www.ocf.dc.gov).

Dates to Remember.....

2006

Lobbyist Registration: January 15
Lobbyist Activity Report: Jan. 10th, July 10th
Financial Disclosure Statements: May 15th

MOST IMPORTANTLY...PLEASE DON'T FORGET TO VOTE!!!

Primary Election: **Sept. 12th** General Election: **Nov. 7th**

LEARNING ABOUT A LOBBYIST

For those few individuals who are still not as clear as others on what a lobbyist is, and what the requirements are for filing, this is for you.

A lobbyist is any person or group of persons communicating directly or soliciting others to do so with any official in the legislative or executive branches of the D.C. government.

The registration requirements are simple: any group or person who receives compensation or make expenditures of \$250.00 or more must register with the Director of Campaign Finance within 15 days of receipt and continue to register annually on or before **January 15th** of each year.

Now here are the requirements for reporting. This is where you really need to focus: the Lobbyists must file activity reports on a biannual basis and include each receipt itemized by date, benefactor, and nature of transaction; the amount of each expenditure in five categories; and list each legislative or executive official with whom they have had oral or written communications.

One more vital “never-to-be-forgotten” piece of information is, all expenditures of \$50.00 or more must be itemized by the date, name and address of the recipient, in addition to the amount and purpose of such expenditure.

2006 REGISTRATION & REPORT REQUIREMENTS FOR CANDIDATES & POLITICAL COMMITTEES

The registration requirements are straight and to the point. Each candidate must register and file a Statement of Candidacy within five days of receiving a contribution, making an expenditure or obtaining nominating petitions. Each Political Committees must file a Statement of Organization within 10 days of organizing.

Reporting Details :

Financial Disclosure Statement: Each affected person is expected to file within 30 days of becoming a candidate.

Receipts and Expenditures: Be aware that candidates who anticipate spending less than \$500 must certify their exempt status by marking “exemption” box on line 5 of Statement of Candidacy form. Becoming an exempt filer excludes a candidate from designating a principal campaign committee.

Election Year Reporting 2006: **Those seeking office must file on: the 31st of January and July; the 10th day of March, June, August, October, and December; and the 8th day next preceding the date of any election in which the candidate seeks office.**

Termination: Candidates and political committees have a continuing responsibility to file campaign reports until a Termination Report is filed and approved by the Director.

LEARN THE DETAILS OF A CITIZENS-SERVICE PROGRAM

A “Citizens-Service Program” (CSP) is any activity or program created within a ward by a member of the local government. All elected officials who have established Citizens-Service Programs are reminded to file Reports of Receipts and Expenditures quarterly. **The next report is required on October 1, 2005.**

Nonetheless, don’t ignore the fact that there are monetary limitations on amounts of contributions received and expenditures made by each Citizens-Service Program every calendar year. No person may contribute more than \$400.00 in cash or more than \$1,000.00 in personal property to a Citizens - Service Program each calendar year. A “personal property” includes anything of value to an individual. A CSP may not accept more than a total of \$40,000.00 in contributions, nor in expenditures each calendar year. But, the good news after all of this red tape, is that contributions by elected officials to their own CSP are not limited!

There are three important things to remember about CSP filing requirements:

1. Each elected official is required to file a registration form within 10 days of establishing a program.
2. The CSP is required to file a quarterly report of all the contributions and expenditures on the **1st of January, April, July and October.**
3. When there is a vacancy within the Office of Treasurer, within 48 hours, the CSP must file an amendment to its registration.



DIRECT REMINDER FOR AGENCY HEADS



All agency heads are urged to put their best feet forward and remember their obligations under DC Official Code, Section 1-1106.02 (b) (2001 Edition). This provision imposes upon each Chief Executive the responsibility of submitting the names and current mailing addresses of all persons required to file a Financial Disclosure Statement for the previous calendar year, to the Director of the Office Campaign Finance, on or before **February 1st**. Additionally, each chief executive must inform the Director within 21 days of any change in the information provided on each FDS filer.

ADVISORY NEIGHBORHOOD COMMISSION CANDIDATE REPORTING

Any Advisory Neighborhood Commission candidates must submit a ANC Summary Financial Statement (OCF Form 18).

There are two filing options. This form may be filed with the Office of Campaign Finance **no later than thirty days** after the General Election in which the individual is listed as an ANC candidate for office; or, **no later than thirty days** after certification by the Board of Elections and Ethics of the filling of an ANC vacancy.

24-HOUR REPORTS

We all have been bogged down with a slue of deadlines that sometimes are so distant from the present that they slip our minds. But, here's a deadline that is not days or weeks away from the present, but only mere hours:



24 hours to be exact. The Office of Campaign Finance further reminds you that each contribution of \$200 or more received after the closing date for the 8-Day Pre-Election Reports must be reported within 24 hours of its receipt. A candidate or political committee may use the OCF Form 16-A, or personal stationery, provided it contains the following vital information:

- a. The candidate's name and the office sought;
- b. The identification of the contributor; and
- c. The date and amount of receipt of the contribution

All contributions, for which 24 hour notice of receipt is given, must also be itemized in the next scheduled report of the candidate or committee. OCF Form 16-A may not be electronically filed. Nonetheless, rest easy, because the Office of Campaign Finance has made the form available to you on the website to insure that you meet the deadline. Type in the URL address: www.ocf.dc.gov and the form will be readily available to you, or you can visit our office to obtain a paper copy.

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